



**DEPARTMENT OF DEVELOPMENTAL SERVICES
EXAMINATION ANNOUNCEMENT**



OPEN

COMMUNITY PROGRAM SPECIALIST II

ODS23

AN AFFIRMATIVE ACTION EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARTIAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

Spot for Sacramento, California

FINAL FILING DATE: Continuous File

Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason.

Applications are available and **MUST** be filed in person or by mail with:

Department of Developmental Services
1600 Ninth Street, Room 340, MS 3-14
Sacramento, CA 95814
Attention: Lynne Hadley, Exam Unit

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUALIFICATION APPRAISAL: It is anticipated that interviews will be held during August/September, 2000.

SALARY RANGE: \$3764 - \$4576

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

The following education requirement applies only to the non-California state service experience pattern.

Education: Equivalent to graduation from college. (Supervisory or administrative experience in the field of developmental disabilities may be substituted for the required education on a year-for-year basis.)

Either I

One year of experience in the California state service performing the duties of the class of Community Program Specialist I.

Or II

One year of experience in the California state service performing budget, personnel, or administrative analysis duties in a class with a level of responsibility equivalent to that of Staff Services Analyst, Range C.

Or III

Two years of experience performing analytical staff work in the field of developmental/mental disabilities including such areas as direct client care programming, program planning, and implementation of services and supports, budget analysis, personnel management, or administrative analysis. All of this experience must have included responsibility for defining problems, analyzing facts, and preparing recommendations for action with supporting material.

(Possession of a Master's Degree in Public Administration, or a closely related field, may be substituted for one year of the required experience under Pattern III.)

THE POSITION:

Incumbents may act as a leadperson over a small group of lower level positions, under direction as an independent journey person, or assist a Community Program Specialist III/IV in an assigned program. A Community Program Specialist II may be responsible for the following areas, including but not limited to: (1) serving as the primary liaison between the Department and regional centers on all program and fiscal matters...(2) conducting the monitoring and evaluating of community programs and regional center operations...(3) providing technical assistance, advice, and consultation to appropriate departmental staff, regional center and/or project staff, and other public and private agency staff toward the development and maintenance of comprehensive community living arrangement programs...(4) performing the more complex functions of rights assurance for persons with special developmental needs; and (5) collecting, compiling and analyzing data pertaining to the Community Living Option initiative..., etc.

QUALIFICATIONS APPRAISAL - Weighted 100%

Scope:

A. Knowledge of:

1. The principles and practices of public administration, budgetary preparation and control.
2. Processes of community and group interaction in developmental disabilities planning procedures.
3. Current trends in developmental disabilities, public health, and public welfare.
4. Governmental accounting procedures.

B. Ability to:

1. Develop cooperative and harmonious relationships with departmental, regional center, and developmental center administrators and others.
2. Analyze, review, and provide consultation on budgets; work with professional personnel in the field relating to developmental disabilities professions in coordinating and developing services for persons with special developmental needs.
3. Analyze situations accurately and take effective action.
4. Communicate effectively.

EXAMINATION INFORMATION:

In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

Veterans preference points will not be granted in this examination.

SEE REVERSE FOR ADDITIONAL INFORMATION

**Community Program Specialist II
KH58-8352**

Final Filing Date: Continuous File

Community Program Specialist II KH58-8352

ELIGIBLE LIST INFORMATION: This list will be abolished 24 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

The resulting eligible list will be used to fill vacancies at Sacramento, Headquarters office.

BACKGROUND INVESTIGATION: Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) a background investigation document, on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form Std. 678 that is filled out prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or to determine an individuals's suitability for employment.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Developmental Services' (DDS) Testing Office three days prior to the test date if he/she has not received his/her notice.

For an examination without a written feature it is the CANDIDATE'S RESPONSIBILITY to contact DDServices' Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board (SPB) offices, offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

SPB reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

EXAMINATION LOCATIONS: Locations of interviews may be limited or extended as conditions warrant.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

INTERVIEW SCOPE: In addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

DEPARTMENT OF DEVELOPMENTAL SERVICES - 1600 9TH STREET, P.O. Box 944202, Sacramento, CA 94244-2020
Telephone: Public: (916) 654-1625 TDD: Voice of hearing Impaired (916) 654-2054

AGNEWS
DEVELOPMENTAL CENTER
3500 Zanker Road
San Jose, CA 95134-2299
Public: (408) 451-6000
TDD: (408) 432-0942

FAIRVIEW
DEVELOPMENTAL CENTER
2501 Harbor Boulevard
Costa Mesa, CA 92626
Public: (714) 957-5121
TDD: (714) 957-5246

LANTERMAN
DEVELOPMENTAL CENTER
3530 Pomona Boulevard
Pomona, CA 91768
Public: (909) 595-1221
TDD: (909) 595-3971

NORTHERN CALIFORNIA
FACILITY
1251 Stabler Lane
Yuba City, CA 95993
Public: (530) 822-3287

PORTERVILLE
DEVELOPMENTAL CENTER
26501 Avenue 140
Porterville, CA 93258
Public: (209) 782-2087
TDD: (209) 781-7822

SONOMA
DEVELOPMENTAL CENTER
15000 Arnold Drive
Eldridge, CA 95431
Public: (707) 938-6692
TDD: (707) 938-6200